

DATE: SG11  
FROM: [REDACTED]  
SUBJ: SG11 Monthly Activity Report  
TO: [REDACTED]

The following duties have been performed during the month of September:

- Have typed correspondence, MFRs, and MEMOs for Chief.
- Monitored operational projects.
- Performed the duties of distribution, mail and supplies and coffee fund for the activity.
- Has the responsibility of collecting money and paying the telephone bill.
- Have typed 300s, 52s, Position Descriptions, Appraisal shells and recruit actions.
- Have, of course, been performing the mundane tasks that keep our working environment clean and orderly.